

**TOWN OF VASS  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
January 12, 2015**

The Regular Meeting was called to order by Mayor Callahan at 7:30 pm. Commissioners in attendance were: Blackwell, Bridgers, Callahan, and Kellis.

**A. Approval of Agenda**

Mayor Callahan wanted to add Agenda Item M. Closed Session to discuss personnel issues. Commissioner Kellis made a motion to approve the agenda as amended. The motion carried unanimously.

**B. Consent Agenda**

No items to be approved.

**C. Public Comments**

No one signed up to speak.

**D. Trimming Trees in Town**

This item was tabled until the February meeting because due to changes in staff the December minutes had not been prepared so there was no information available on this topic.

**E. Board Vacancy**

Three people have applied to fill the vacant position left by the passing of Margaret Cirone. They were Al Mosley, who was not at the meeting, Paulette Elliott and Kris Kosem. Mayor Callahan asked if they would like to speak to the board and audience regarding why they would like to fill the vacant seat. Both Ms. Elliot and Mr. Kosem addressed the Board.

Commissioner Blackwell made a motion to appoint Paulette Elliott to the vacant seat. Commissioners Blackwell and Bridgers voted in favor with Commissioners Kellis and Callahan voting against. To break the tie, Mayor Callahan voted against.

Commissioner Kellis then made a motion to appoint Kris Kosem to the vacant seat. Commissioner Kellis and Callahan voting in favor and Commissioners Blackwell and Bridgers voting against. To break the tie, Mayor Callahan voted in favor. Kris Kosem will fill the vacant seat until the November 2015 election when the seat will be up for election for a two year term.

#### **F. Finance Report as of 12/31/14**

Interim Town Administrator, Jody Smith, explained that she had spent several days recording revenue and expenses that had not been recorded since July. She stated that she has not had a chance to reconcile the property and motor vehicle tax receipts as yet so those numbers appear to be wrong at this time. There were several line items in the budget which were over and will need to be adjusted and possibly a budget amendment will have to be made. There was discussion about the repairs made to the concession stand at the park and the bleachers without approval of the board. Town Maintenance Tech., Andy Layton, has suggested that perhaps the town could put up plywood over the rafters at the picnic shelter to keep the birds from nesting there and leaving droppings on the picnic tables. Town Administrator is to contact contractors to get an estimate of the cost and report back to the board. They would like to have it done before spring when the birds start nesting there.

#### **G. Names on new credit card with First Bank**

Interim Town Administrator explained that since one of the credit cards with BB&T is missing that the account will be closed and a new one opened with First Bank. The question was raised as to whether we should put the names of actual employees assigned to the two cards. It was determined that the cards be designated as Card # 1 and Card #2 and that a policy for the use of the cards and a sign out system be developed. Commissioner Callahan made a motion that no individual names be printed on the cards. Motion carried unanimously.

#### **H. Proposed change to Personnel Manual Policy**

Mayor Callahan proposed changing Section 5 regarding employment of relatives by removing the sentence that prohibits employing an immediate family member of the Mayor, Commissioners, Town Administrator or Town Attorney. He said in the Ethics Training it was pointed out that there is no state statute that prohibits such employment. Commissioner Blackwell made a motion that the policy not be changed with Commissioners Blackwell, Bridgers and Callahan voting in favor of not changing it. Commissioner Kellis abstained.

#### **I. Possible Salary Increase for Police Officer**

Mayor Callahan wanted to discuss this personnel issue in closed session.

#### **J. Take Home Car Policy**

Due to the fact that we over spent the gasoline budget in 2013-2014 and the fact that with only 5 months of gasoline payments this year we are already over half of the year's total budget for gas, Commissioner Bridgers wanted to look at this issue again. Commissioner Kellis said he thought the take home car was only if you lived within 10 miles of the town. Officer Schofield said he lives 9.1 miles from the office. Officer Haddock said he lives 11.1 miles and the Chief lives 18 miles from the office. Commissioner Kellis made a motion to allow take home cars for officers who live within 12 miles of the office and for the Chief if he lives within 20 miles. Motion carried 3 – 1 with Commissioner Bridgers opposed.

**K. Personnel Vacancies – Advertising**

Mayor Callahan felt some of the issues to be discussed should be done in closed session.

**L. Report from Interim Chief Beck – re staffing and coverage**

The chief explained a staffing roster and a schedule using the auxiliary officers and the part-time officer which would allow for 24 hour coverage except when officers are on vacation or at school. He said he would need permission to fill the part-time position vacated when Officer Haddock was made full-time.

**M. Closed Session**

Commissioner Blackwell made a motion to go into closed session to discuss personnel issues.

Commissioner Blackwell made a motion to come out of closed session.

Commissioner Kellis made a motion to increase Officer Schofield's salary to \$32,500 effective with the next payroll. Motion carried unanimously.

Commissioner Bridgers made a motion to advertise the Town Administrator position at a salary range of \$35,000 to \$44,000 for two weeks. Motion carried unanimously.

Commissioner Callahan made a motion to authorize Chief Beck to hire a part-time officer of his choosing at the same rate Officer Haddock was making when he was part-time which was \$13.53. Motion carried unanimously.

Commissioner Blackwell authorized the Interim Town Administrator to hire a part-time officer worker if she feels necessary to cover when she is out of the office at a rate of \$9.00/hr. Motion carried unanimously.

Commissioner Kellis made a motion to appoint Interim Chief Brian Beck as the Police Chief with a six month probation period at the same salary he was offered as Interim Chief. Motion carried unanimously.

**Adjournment**

Commissioner Kellis made a motion to adjourn the meeting at 9:30 p.m. The motion carried unanimously.

TOWN OF VASS

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Henry E. Callahan, Mayor

ATTEST: \_\_\_\_\_  
Josephine Smith, Town Clerk